Researchfish Administrator Dashboard – Guidance Notes

Researchfish Ltd has made a separate dashboard available for administrators. This enables administrators to:

- View awards from funders that use Researchfish and share their data with institutions.
- Monitor the activity and submission of data by researchers to funders.

User accounts can be set up for authorised administrators so they can view the portfolio of awards within a specific Department.

Requesting access to the Administrator Dashboard:

- Requests should be submitted by the DA / DoM and sent to: researchoffice.researchfish@imperial.ac.uk
- The nominated administrator will receive an email invite from Researchfish to set up a User Account.
- Upon acceptance of the account invitation, a further email will be sent from Researchfish inviting the administrator to access Department specific data.

This document covers the following areas:

1. Logging in and Accessing your Portfolio
2. Downloading and Exporting your portfolio of awards
3. Reviewing the Data for Accuracy
4. Funder Submission Periods

1. Logging in and Accessing your Portfolio

1.1 Go to the Researchfish website https://eval.researchfish.com/

1.2 Log in with your username and password.

Login

Username *

Password *

Forgotten your username or password?

1.3 Click on e-Val

/myawards/e-Val/personalportfolio/ourmembers/documentation/myaccount/mydownloads
1.4 This takes you to the main **Dashboard** page. From here, you can access the portfolio of awards for your specific Department. Below is an example of how this will look:

![Dashboard Image]

**NOTE:** The Researchfish system is open all year round, so PIs can enter data onto the system at any time. However, the PI has to physically press a “submit to funder” button which is only visible on the PI’s Researchfish portfolio during a particular Funder’s submission period. The status of the **Open submissions** column will therefore remain as “Not in submission” until the Funder’s submission period is open.

2. **Downloading and Exporting your portfolio of awards**

2.1 **Click on Awards**

![Awards Image]

2.2 You have the option to create a report that displays all of the awards within your portfolio or to create a report that is filtered, e.g. by Funder or by Principal Investigator.

When you are ready to create the report, click on **Show Awards**.
2.3 A report will be displayed on screen showing all of the awards within your portfolio.

2.4 You have the option to:

A) Change the columns that are presented on screen.
B) Increase the number of entries that are shown on screen (the default is 10).
C) Copy the report and paste the data into a spreadsheet OR export the full report as a CSV file *(NOTE: All of the available columns, not just those that have been selected to view on the screen, will be included on the report).*
D) View the report on screen and navigate using the “Next” and “Previous” buttons.
3. **Reviewing the Data for Accuracy**

Once the data has been exported, it is important to review the data and check that the information is correct. Particular attention should be given to the following columns:

### 3.1 Response Code

The values in the “Response Code” column show whether a submission is expected and are defined as follows:

<table>
<thead>
<tr>
<th>Response Code</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A submission is expected this year</td>
</tr>
<tr>
<td>2</td>
<td>No submission is expected this year. The PI has a one year exemption as a result of long term leave e.g. maternity/paternity.</td>
</tr>
<tr>
<td>3</td>
<td>No further submissions are expected against this grant. The award is excluded from the Submission Period.</td>
</tr>
<tr>
<td>4</td>
<td>The PI is expected to make a submission, but is no longer at your organisation. This grant does not contribute to your organisation’s compliance statistics, and you are not expected to follow up with them.</td>
</tr>
<tr>
<td>5</td>
<td>The PI is no longer expected to make a submission but may still do so if they wish to add new outcomes.</td>
</tr>
</tbody>
</table>

**NOTE**: Every award with a Response Code of “1” will contribute to Imperial’s compliance statistics, so it is important to ensure these are all correct. The Research Office can request changes to response codes on your behalf.

### 3.2 Categories

The “Categories” column contains information that is provided to Researchfish by Imperial College:

- **Employee Status**:
  - Active
  - Student
  - Former
  - Not Imperial

- **Award Department**

- **Award Faculty**

- **Employee Type**:
  - Active
  - Student
  - Former Student, now Employee
  - Honorary
  - Emeritus Professor
  - Visiting Researcher
  - Former Employee
  - Not Imperial

If any of the details about an award are incorrect, please email: researchoffice.researchfish@imperial.ac.uk

4. **Funder Submission Periods**
4.1 The Funders publish their submission periods within the **Our Members** section. This is accessed from the Researchfish Home page.

4.2 You can switch between the different funder types by clicking the relevant link – i.e. Public Funders; Charitable Funders; Research Institutions.

4.3 Each funder must first agree to share their data in order for users to see their awards. This is the case if “data sharing enabled” appears in the **Data shared with Research Organisations** column.

<table>
<thead>
<tr>
<th>Organisation Name</th>
<th>Next / Current Submission Period</th>
<th>Last / Previous Submission Period</th>
<th>Data shared with Research Organisations</th>
</tr>
</thead>
<tbody>
<tr>
<td>AcademyHealth</td>
<td>No open submission periods set</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alan Turing Institute</td>
<td>No open submission periods set</td>
<td>No previous submission periods</td>
<td></td>
</tr>
<tr>
<td>Alberta Innovates</td>
<td>30 Mar 2018 to 30 Apr 2018</td>
<td>31 Mar 2017 to 01 May 2017</td>
<td>Data sharing enabled</td>
</tr>
<tr>
<td>Arts and Humanities Research Council</td>
<td>05 Feb 2018 to 15 Mar 2018</td>
<td>06 Feb 2017 to 16 Mar 2017</td>
<td>Data sharing enabled</td>
</tr>
<tr>
<td>Biotechnology and Biological Sciences Research Council</td>
<td>05 Feb 2018 to 15 Mar 2018</td>
<td>06 Feb 2017 to 16 Mar 2017</td>
<td>Data sharing enabled</td>
</tr>
<tr>
<td>Cancer Foundation Finland sr</td>
<td>No open submission periods set</td>
<td>15 Aug 2017 to 29 Sep 2017</td>
<td>Data sharing enabled</td>
</tr>
<tr>
<td>Chief Scientist Office</td>
<td>05 Feb 2018 to 15 Mar 2018</td>
<td>06 Feb 2017 to 16 Mar 2017</td>
<td>Data sharing enabled</td>
</tr>
</tbody>
</table>